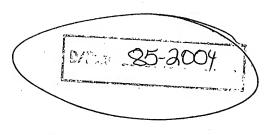
Approved For Release	2009/09/25 : CIA-RDP87M00539R002403940011-5
	DOCUMENTS CROSS-REFERENCED ATTACHED:
	D/RUS 85-2003 DDA 85-2388/1 DDA 2388/2-85
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5 JUL 1985

DD/A Registry 85-2388 2

MEMORANDUM FOR: Executive Director

VIA

: Deputy Director for Administration

FROM

: Robert W. Magee

Director of Personnel

SUBJECT

Request to Attend Placement Directors' Seminar

Reception - 24 July 1985

- 1. On 23, 24 and 25 July, the Office of Personnel is hosting a seminar for university placement directors to enhance our recruitment effort at their schools. On the evening of 24 July from 1700 to 1900 hours, we are hosting a reception for our guests in the Executive Dining Room. If convenient, we would appreciate your attending this function.
- 2. Attached is a list of the invitees and a draft of the agenda for your information.

STAT

por Robert W. Magee

Attachments:

A. Agenda

B. List of Attendees

STAT

I will () will not () attend reception.

DA/OP/E/ROD

(5 July 85)

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DCI EXEC REG

4-305

OFFICE OF PERSONNEL PLACEMENT DIRECTORS' SEMINAR

DRAFT AGENDA 23-25 July 1985

MONDAY--22 JULY

Placement directors arrive and check into hotel

6:00 p.m. "Get Acquainted"
-- Big Sky Room
7:00 p.m. Twin Bridges Marriott

1:15 p.m.

Photo Session

TUESDAY--23 JULY

			•
7:30	a.m.	Placement directors picked up at hotel and delivered to Headquarters	
8:15	a.m.	Badges picked up in Headquarters lobby	
8:30	a.m.	Conference convenes in room 1E78, Headquarters Coffee and donuts	
8:45	a.m.	Administrative Note Chief, Recruitment Operations Division	STAT
9:00	a.m.	Orientation Presentation Chief, Recruitment Operations Division	STAT
9:45	a.m.	Welcome by Sponsor Robert W. Magee Director of Personnel	
10:30	a.m.	Comments from the DDCI John N. McMahon Deputy Director of Central Intelligence	
11:15	a.m.	Tour of the CIA Library CIA Librarian	STAT
12:00	noon	Lunch	

		•
2:00	_	The Intelligence Directorate (Schedule to be provided by the directorate)
4:45	p.m.	
5:00	p.m.	Buses return placement directors to hotel
	~	
		WEDNESDAY24 JULY
		•
	0	
7:30	a.m.	Agency vehicles pick up placement directors at hotel and deliver them to Headquarters
		Briefings at 1E78, Headquarters
		bilelings at 1170, headquarters
8:15	a.m.	Pick up badges in lobby of Headquarters
0.10	Q 1 1	110. up budget in long of mendiagness
8:30	a.m.	Coffee and donuts
8:45	a.m.	Administrative Notes
		Chief, Recruitment Operations Division
9:00	a.m.	The Science and Technology Directorate
		(Schedule to be provided by the directorate)
11:45	a.m.	
11:45	a.m.	Tour of the new building site
12.20		Tun ah
12:30	p.m.	Lunch
1:30	n m	The Operations Directorate
1.50	P.m.	(Schedule to be provided by the directorate)
4:15	D.M.	(bonedule to be provided by the directorate)
	P•m•	•
4:15	p.m.	Tour of Communication Center
	•	
4:45	p.m.	
5:00	p.m.	Reception
		Executive Dining Room
7:00	p.m.	
7:30	p.m.	Buses return placement directors to hotel

STAT

THURSDAY--25 JULY

7:30 a	.m. Agency	buses pick up	placement	directors	at hotel	and
	delive	them to Head	quarters.	Placement	directors	
	bring 1	luggage with t	hem.			•

. *		Briefings at 1E78, Headquarters	
8:15	a.m.	Pick up badges in lobby of Headquarters	
8:30	a.m.	Coffee and donuts	
9:00 11:30		The Administration Directorate (Schedule to be provided by the directorate)	
11:30	a.m.	Intelligence Officer in Residence Program Program Coordinator The Administration Directorate	STAT
12:00	noon	Lunch	
1:00	p.m.	The Career Trainee Program Chief, Division II Office of Personnel	STAT
1:30	p.m.	Security and the CIA Director of Security	STAT
2:15	p.m.	Minority Recruitment in the CIA	

-	Avon Harding	
	Director of Equal Employment Opportunity	
2.45 n.m.		STAT

3:00 p.m. Conference Adjourns (Buses take placement directors to airport)

2:45 p.m.

Placement Directors' Seminar 23, 24, 25 July 1985

ATTENDEES

Mr. Charles D. Alexander Director of Placement & Career Information Center Central Michigan University Mt. Pleasant, MI 48859

Mr. Donald Arthur Casella Director Career Center 18 Harper Street San Francisco State University San Francisco, CA 94131

Mr. Larry N. Cooley
Director of Career Services CCNY
254 W. 25th Street
City University of New York/City College
NY, NY 10001

Ms. Windy Elliott Assist. Director of Career Development Center Career Development Center Villanova University Villanova, PA 19085

Mr. Anthony L. Franzolino
Director, Career Assistance Center
ECJ Hass 2.4
College of Engineering
University of Texas at Austin
Austin, TX 78712

Brother John Hoffschmidt Order of St. Francis Director of Career Services Faculty Residence 185 Joraldmon Street St. Francis College Brooklyn, NY 11201

Dr. Harvey S. Ideus Director of Career Planning & Professional Placement 600 S. Michigan Avenue Columbia College Chicago, IL 60605 Ms. Katherine Briggs-Johnson
Director of Career Planning & Placement
7 1/2 Pierrepont Avenue
Clarkson University
Potsdam, NY 13676

Ms. Louise C. Johnson Co-Director Business, Industry & Government Division Career and Placement Services Robert L. Nugent Building #40 Room 106 University of Arizona Tucson, AZ 85721

Mr. Walter B. Jones
Director of Career Planning & Placement Center
Dabney Hall
Room 28
North Carolina State University
Raleigh, NC 27695

Mr. George C. Land Coordinator, Career Planning & Placement Services 806 Greens Ferry Avenue S.W. Atlanta University Center Atlanta University Atlanta, GA 30310

Mr. J. Bruce Laughlin Director of Career Planning & Placement Holtz Hall Kansas State University Manhattan, KS 66502

Mr. Raymond L. Lewis
Associate Director of Career Planning & Placement Services
P.O. Box 13378
N.T. Station
North Texas State University
Denton, TX 76203

Mr. Raymond E. Martin
Director of Placement & Cooperative Education
Jesse Philips Center
300 College Park
University of Dayton
Dayton, OH 45469

Mr. Ron Randall Director, Career Planning & Placement Center P.O. Box 32870 Fort Worth, TX 76129

Mr. Eugene A. Roche Director of Career Placement & Career Development Hamilton College Clinton, NY 13323

Ms. Linda B. Salane
Director of Placement
H. William Close Building
Room 625
University of South Carolina
Columbia, SC 29208

Ms. Ruth Swanson Scheider Associate Director of Career Planning and Placement Center 701 Tolman Drive Stanford University Stanford, CA 94305

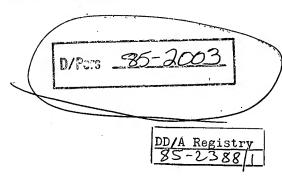
Mr. David T. Smith
Director of Placement & Cooperative Education
Student Union Building
150 W. University Boulevard
Florida Institute of Technology
Melbourne, FL 32901

Ms. Mary Ann Stegmeier Director of Career Planning & Placement 1340 Maple Road State Univeristy of New York at Buffalo Williamsville, NY 14221

Mr. Donald A. Sutton
Director of Career Services & Cooperative Education
Room 176
Student Center
Colorado State University
Fort Collins, CO 80523

Mr. Raymond H. Thrift, Jr.
Director for the Center of Cooperative Education & Placement Services
Building 19
University of West Florida
Pensacola, FL 32514-0101

Ms. Constance Webster
Director of Career Planning & Placement
Pardee Hall
Room 304
Case Western Reserve University
Cleveland, OH 44106



MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA

: Deputy Director for Administration

FROM

: Robert W. Magee

Director of Personnel

SUBJECT

: Request to Address Placement Directors' Seminar

on 23 July 1985

- 1. The Office of Personnel is hosting a seminar for university placement directors on 23, 24 and 25 July to enhance our recruitment effort at their respective schools. We request that you address the group at 1030 hours on 23 July in room 1E78, Headquarters building.
- 2. On the evening of 24 July from 1700 to 1900 hours, we are hosting a reception in the Executive Dining Room. If convenient, we would appreciate your attending this function.
- 3. Attached is a list of the invitees and a copy of the proposed agenda for your information.

STAT

₽ Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

STAT

I will () will not () address the Placement Directors' Seminar.

) attend reception. I will () will not (

DA/OP/E/ROD/

(5 July 1985)

Distribution:

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OFFICE OF PERSONNEL PLACEMENT DIRECTORS' SEMINAR

DRAFT AGENDA 23-25 July 1985

MONDAY--22 JULY

Placement directors arrive and check into hotel

6:00 p.m. "Get Acquainted"

-- Big Sky Room

7:00 p.m. Twin Bridges Marriott

TUESDAY--23 JULY

7:30	a.m.	Placement directors picked up at hotel and delivered to	
0.15		Headquarters	•
8:15		Badges picked up in Headquarters lobby	
8:30	a.m.	Conference convenes in room 1E78, Headquarters Coffee and donuts	
8:45	a.m.	Administrative Note	STAT
		Chief, Recruitment Operations Division	
9:00	a.m.	Orientation Presentation	STAT
		Chief, Recruitment Operations Division	
9:45	a.m.	Welcome by Sponsor	
		Robert W. Magee Director of Personnel	
10:30	a.m.	Comments from the DDCI	
		John N. McMahon Deputy Director of Central Intelligence	
11:15	a.m.	Tour of the CIA Library	CTAT
		CIA Librarian	STAT
12:00	noon	Lunch	
1:15	p.m.	Photo Session	

2:00 4:45		The Intelligence Directorate (Schedule to be provided by the directorate)
		Buses return placement directors to hotel
5:00	P•m•	Buses return pracement directors to noter
		WEDNESDAY24 JULY
7:30	a.m.	Agency vehicles pick up placement directors at hotel and deliver them to Headquarters
		Briefings at 1E78, Headquarters
8:15	a.m.	Pick up badges in lobby of Headquarters
8:30	a.m.	Coffee and donuts
8:45	a.m.	Administrative Notes
		Chief, Recruitment Operations Division
9:00	a.m.	The Science and Technology Directorate (Schedule to be provided by the directorate)
11:45	a.m.	(Schedule to be provided by the directorate)
11:45	a.m.	Tour of the new building site
12:30	p.m.	Lunch
1:30	p.m.	The Operations Directorate (Schedule to be provided by the directorate)
4:15	p.m.	(buildade to be provided by the arresterate)
4:15	p.m.	Tour of Communication Center
4:45	p.m.	
5:00 	p.m.	Reception Executive Dining Room
7:00	p.m.	

STAT

7:30 p.m. Buses return placement directors to hotel

THURSDAY--25 JULY

7:30	a.m.	Agency buses pick up placement directors at hotel and deliver them to Headquarters. Placement directors bring luggage with them.	
		Briefings at 1E78, Headquarters	
8:15	a.m.	Pick up badges in lobby of Headquarters	
8:30	a.m.	Coffee and donuts	
9:00 11:30		The Administration Directorate (Schedule to be provided by the directorate)	
11:30	a.m.	Intelligence Officer in Residence Program Program Coordinator The Administration Directorate	STAT
12:00	noon	Lunch	
1:00	p.m.	The Career Trainee Program Chief, Division II Office of Personnel	STAT
1:30	p.m.	Security and the CIA Director of Security	STAT
2:15	p.m.	Minority Recruitment in the CIA Avon Harding Director of Equal Employment Opportunity	
2:45	p.m.		STAT

(Buses take placement directors to airport)

Conference Adjourns

3:00 p.m.

